



Office of Information Technology

Internship Program

Office of Information Technology, State of Maine

Internships Available:

Computer Science/Technology Applications/Architectural Systems Engineering; Workforce and Project Management

Positions/Work Schedule: No more than 40 hours per week and no less than 10 hours per week. Positions available based on projects and work needs that are available. College credit may be earned at the discretion of the faculty advisor and the university guidelines.

Location: Office of Information Technology, Augusta, ME

Our internship program seeks motivated undergraduate and recently graduate students pursuing or with completed degrees in Computer Science, Expert Systems, Hardware/Software, Networking, Programming, Systems Analysis to work in the Office of Technology for supporting the State of Maine's agency technology needs. You will be part of team providing quick-turnaround technical solutions to satisfy unique communications requirements that require the application and/or modification of both proprietary and commercial hardware and software. Additional responsibilities will include requirements definition, analysis, fabrication, test, and documentation. Each intern selected will have a mentor assigned, regular performance discussions to measure progress, and onboarding process will be completed and mandatory meeting attendance assigned to the position are expected.

Minimum qualifications: Ideally, students should be enrolled or within two-years of graduating from a Computer Science, Application/Computer Systems, Hardware/Software, Networking, Programming, Systems Analyst or Business program with a GPA of 3.0 or better. A student with prior work experience as an intern or in a work related role, is preferred. We also offer our internships to adult learners entering the IT career field as a returning veterans or adult learner enrolled or near completion of a program listed above. We support diversity and seek qualified individuals enthusiastic about learning new task, possess a willingness to accept challenges and go the extra mile. Candidates must be comfortable working in a team environment, be open-minded and willing to share ideas, and have the ability to use critical thinking to problem solve for results.

Interns generally are required to work either a combination of one semester and/or one summer internship equal to the equivalent of not more than 6 months per internships positions.

All applicants must successfully complete the necessary application, payroll paperwork upon the offer to hire and prior to the third day work. For consideration, please submit a cover letter, resume and contact information for 3 professional or academic reference sources. U.S. citizenship is required.

Disclaimer: Internships are non-benefited and temporary positions, paid on an hourly basis and based on the project need. There is no promise or contractual obligation to extend an employment offer during and/or after the internship.

Important Notice: Friends, family, individuals, or organizations may be interested to learn that you are an applicant for or an employee of the Office of Information Technology for the State of Maine. We therefore ask you to exercise discretion and good judgment in disclosing your interest in a position with the Office of Information Technology as our network and work with the agencies should remain secure at all times. You will receive further guidance on this topic as you proceed through your internship with the OIT and in the employment processing.

To Apply:

Make a note of the position(s) that interest you, as you can apply for up to three positions in one application. **DO NOT** submit multiple applications; this will only slow the review of your application, and delay processing. Send your cover letter of interest, resume and list of 3 references to the attention of: Director of Workforce Development, Office of Information Technology to Kelly.rickert@maine.com.

The State of Maine's Office of Information Technology is an equal opportunity employer and a drug-free work force. We support and encourage diversity in the workplace. Applicants who would like to apply in a manner that supports any special needs or disabilities, should email Kelly.rickert@maine.gov to set up an appointment or call 207-624-9965. Additionally, you may contact the Bureau of Human Resources.

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